

Conducting a Hearing Medical Surveillance Process: Developing and executing a Hearing Conservation Program

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Perform Noise Hazard Analysis	Industry Health (IH) Technician performs a Noise Hazard Evaluation to determine if any employee's are exposed to excessive noise. Results are documented on DD Form 2214, Noise Survey.	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95	DD Form 2214		Monitoring shall be repeated every 3 years or whenever a change in production, process, equipment or controls increases noise exposures.
2	Review Hearing Hazard Analysis and identifies employees exposed	The IH Technician and the Occupational Health Nurse (OHN)/Occupational Health Program Manager (OHPM) reviews the results from the Noise Evaluation Survey.	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95	DD Form 2214		
3	Were employees exposed at or above the noise action level?	OHN/OHPM determines if employees were exposed at or above the noise action level? OHPM determines this by identifying any employees with an 8 hour Time Weighted Average (TWA) who have exceeded 85 decibels (dB) or 50% of the maximum hearing dose (identified on the Industrial Hygiene Survey Report). If employees were exposed, go to step 4. If employees were not exposed, this process ends.	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95	Industrial Hygiene Survey Report		All feasible attempts will be made to lower the noise exposure through engineering and administrative controls.
4	Develop Standard Operating Procedure (SOP) (OHN/OHPM and Safety Personnel)	OHN/OHPM and Safety Personnel develop a Hearing SOP IAW all applicable Regulations and Statutes.	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95			SOP should be reviewed and updated annually. A sample SOP is available and can be found on GKO. Login to GKO and select: - ARNG - Office of the Chief Surgeon - CSG-P (Occupational Health) - Best Practices - "Hearing Conservation" word document

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5	Fit with hearing protectors	Employees who are exposed to the 85 dB regardless of duration to 103 dB TWA must wear single hearing protection. Hearing protectors may be waived only if the TWA is well below 85 dB (ex. 82 dB TWA). For 103 dB TWA to 108 dB TWA, personnel must wear double hearing protection. Greater than 108 dB TWA is not permitted.	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95			Personal Protective Equipment can be purchased through Safety or the employee's Shop.
6	Perform baseline audiogram (DOEHRS-HC)	OHN/OHPM ensures baseline audiogram is performed within 30 days of employment and records results on DD Form 2215, Reference Audiogram, within the Defense Occupational and Environmental Health Readiness System-Hearing Conservation (DOEHRS-HC).	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95	DD Form 2215	DOEHRS-HC	OHPM is responsible for at least coordinating this however, an OHN, Technician, or contractor may perform this service. Those who conduct testing must be certified. Equipment used must be calibrated annually and daily.
7	Conduct training (OHN/OHPM and Safety Personnel)	OHN/OHPM and Safety Personnel work together to conduct training. Employees in the program shall receive annual training on Hearing Conservation IAW DA PAM 40-501, Chapter 8.	DA PAM 40-501, Chapter 8			Training should be conducted at the new hire brief and annually. Those who attended training should be documented.
8	Perform 90-day, annual, and termination audiograms (DOEHRS-HC)	Once initial testing is conducted and training was provided (steps 1-7), the OHN/OHPM will conduct another audiogram in 90 days and annually and record results on DD Form 2215, within DOEHRS-HC.	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95	DD Form 2215	DOEHRS-HC	OHPM is responsible for at least coordinating this however, an Occupational Health Nurse (OHN), Tech, or contractor may perform this service. Those who conduct testing must be certified. Equipment used must be calibrated annually and daily.
9	Compare audiogram to baseline	OHN/OHPM compares results from the 90 day and annual audiogram against the baseline to identify a Significant Threshold Shift (STS).	AR 40-5 DA PAM 40-501 OSHA Statute 29 CFR 1910.95			

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10	Was there a Significant Threshold Shift (STS)?	<p>OHN/OHPM determines if there was a STS.</p> <p>If a STS has occurred in either ear from the baseline audiogram results, the employee must be retested within 30 days.</p> <p>If yes, go to step 11.</p> <p>If no, go to step 21, to record results.</p>	DA PAM 40-501, Chapter 7			STS is a change of 10 dB average at 2K, 3K, and 4K Hz with no individual change +/- 15 dB in either ear from baseline.
11	Follow up in 30 days (DOEHRS-HC)	OHN/OHPM follows up with employee in 30 days due to STS and conducts another audiogram test. OHN/OHPM populates results on DD Form 2216, Hearing Conservation Data, within DOEHRS-HC.	DA PAM 40-501, Chapter 7	DD Form 2216	DOEHRS-HC	
12	Does STS still exist?	<p>OHN/OHPM determines if STS still exists.</p> <p>If yes, go to step 13.</p> <p>If no, go to step 21, to record results.</p>	DA PAM 40-501, Chapter 7			
13	Follow up in 30 days (DOEHRS-HC)	OHN/OHPM follows up with the employee for the 2nd time in 30 days due to a STS still existing and conducts another audiogram test.	DA PAM 40-501, Chapter 7	DD Form 2216	DOEHRS-HC	
14	Does STS still exist?	<p>OHPM determines if a STS still exists.</p> <p>If yes, go to step 16.</p> <p>If no, go to step 21.</p>	DA PAM 40-501, Chapter 7			
15	Refer employee to audiologist	If after the 3rd time, a STS still exists, the OHN/OHPM notifies employee in writing within 21 days and refers Soldier to an audiologist.	DA PAM 40-501, Chapter 7			
16	Was STS confirmed by audiologist?	Audiologist confirms that the STS is permanent. OHN/OHPM follows up with audiologist to obtain test results.	DA PAM 40-501, Chapter 7			
17	Re-establish baseline (DOEHRS-HC)	OHN/OHPM re-establishes baseline using DD Form 2215.	DA PAM 40-501	DD Form 2215	DOEHRS-HC	
18	Perform follow-up procedures (DOEHRS-HC)	OHN/OHPM fits (or refits) employee with hearing protectors, re-trains employee, and documents training.	OSHA Statute 29 CFR 1910.95	DD Form 2215	DOEHRS-HC	

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19	Shift baseline (DOEHRS-HC)	OHN/OHPM shifts baseline and the current audiogram may serve as the new baseline going forward.	OSHA Statute 29 CFR 1910.95		DOEHRS-HC	Enter or select determined re-established baseline as option 3 in DOEHRS-HC.
20	Record results on OSHA 300 Log	Record on the OSHA 300 log and refers employee to Office of Workers Compensation Program (OWCP).	OSHA Statute 29 CFR 1910.95	CEMR OSHA 300 Log		
21	Record results on Civilian Employee Medical Record (CEMR)	OHN/OHPM records results on the CEMR.	OSHA Statute 29 CFR 1910.95	CEMR		